



Human Resources

DATE POSTED: July 16, 2004

REQ. # 04-132

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, FL. 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position will remain posted for at least five (5) working days from 07-16-04 TO 07-22-04.

DEPARTMENT/DIVISION
PARKS & RECREATION – SPORTS & ATHLETICS

POSITION AVAILABLE
RECREATION ASSISTANT – P/T TEMPORARY

OF OPENINGS
2

STARTING SALARY
\$8.53 / hour

COMMENTS
Employees will help with high school football season, special events, and operations of athletic fields. Hours will vary but will most likely be nights and/or weekends.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 606
PAY GRADE 06
SALARY - \$8.53 - \$13.19
RECREATION ASSISTANT

MAJOR FUNCTION: Semi-skilled work in the Recreation Division of the Parks and Recreation Department. Assists with sports and athletic programs, community center programs, children's camps and other recreational events. Also, oversees rental of recreation facilities when leased to the general public. Works under the supervision of a Recreation Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Some familiarity with recreational programs, organized sports and athletics activities, preschool and/or child care, adult recreation or education settings. Should have basic computer skills.

Abilities and Skills: Ability to work with children and adults in a recreational or sports setting. Ability to be creative in providing games and activities. Ability to perform minor clerical duties and complete facility use permits and financial reports. Ability to maintain control of participants during special events. Good interpersonal skills with the ability to work with people of all ages.

ESSENTIAL JOB FUNCTION: Employee will assist Recreation Supervisors in conducting programs at County community centers or sports facilities. Assist with specific games and activities during children on field trips. Leads children and/or adults in simple recreation activities (games, arts and crafts, sports, etc). Also assists with logistical duties at sporting events. When community centers are rented, employee may serve as houseman while event is in progress. Employee may be assigned to complete paperwork for facility rental, program registrations and financial reports. Work may include night, weekend and holiday assignments.

ESSENTIAL PHYSICAL SKILLS: Use of both arms and legs, good hand/eye coordination. Good physical condition to participate in work activities.

ENVIRONMENTAL CONDITION REQUIREMENTS: Some employees work both indoors and outdoors. Occasional work outside includes the possibility of adverse weather conditions depending on the specific activity.

WORK HAZARDS: Inherent risk of injury while participating in physical activity.

EDUCATION: High School graduate or GED certificate. A comparable amount of experience may be substituted for the minimum qualifications.

EXPERIENCE: Some experience in recreation programs, educational setting, child care, adult care, sports and athletics program is required. A comparable amount of training may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION, OR REGISTRATION: Must have a valid Florida Driver's License and maintain a good driving record.